

EQUIPMENT INVENTORY -MOBILE APPLICATION (UPGRADED VERSION)

| Index | Page Number |
|--|--------------------|
| 1. About the Equipment Inventory Mobile Application | 2 |
| 2. Installation | 2 |
| 3. Login Instructions | 2 |
| 4. Login and Working Online | 2 |
| 5. Login and Working Offline | 3 |
| 6. Data Upload and Uploaded Scan Details | 3 |
| 7. Delete Options | 4 |
| 8. Logging Out of the Application | 4 |

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About the New Equipment Inventory Mobile Application:

The new version of the Equipment Inventory mobile application for iOS devices (iPad & iPhone) is available for download starting on 12/11/2015. The application has a new offline mode which provides the benefit of allowing users to inventory items even when they are out of Wi-Fi range.

Installation:

All iOS Equipment Inventory mobile application users are required to upgrade to version 2.0.0 or higher. Go to the NASA App Store at <https://apps.nasa.gov/> and download Equipment Inventory at <https://apps.nasa.gov/content/equipment-inventory>. If your iOS device is version 9 or higher and you receive an “Untrusted Enterprise Developer” message, you must enable NASA applications on your device by going to Settings > General > Profiles > NASA and select “Trust NASA.”

Login Instructions:

1. The user must have a valid SAP Inventory team or Inventory manager role in order to execute the Equipment Inventory mobile application.
2. There must be an open Inventory Campaign for the sub installation prior to downloading buildings/rooms.
3. If the user has only one SAP sub installation role, the application will default to the open Inventory Campaign for that sub installation.
4. If the user has more than one SAP sub installation role, they will have to choose the sub installation that has an inventory campaign open.

Login and Working Online:

The first time the application is executed the user must be connected to NASA secure WI-FI and should perform the following steps:

1. Logon with AUID and password.
2. Users have to create a 4-digit PIN upon initial logon. Returning users should enter the PIN at log in.
3. Select a sub installation for an open Inventory Campaign, if applicable.
4. Download buildings/rooms to the iOS device. At any point the user is online, they can update the buildings and rooms on the mobile device by selecting “Download Bldg. /Rooms.”
5. Buildings and rooms for the sub installation will be loaded to local storage from SAP.
6. Select a Building, then select or enter the Room.
7. For scans select either “Scan with Barcode Reader” or “Scan with Camera.” For manual entry select “Manual” to enter the ECN.

EQUIPMENT INVENTORY -MOBILE APPLICATION (UPGRADED VERSION)

Points to remember:

1. *Barcode inventory data will be saved to a local file on the mobile device instead of being automatically uploaded to SAP. The user will need to manually upload data by selecting the 'Upload Saved Scans' button.*
2. *The user will be required to enter a pin if a time out has occurred (5 minutes since log on or activity with the server).*
3. *Sometimes, the keyboard does not display to enter a pin. If users encounter such an issue the application will need to be restarted.*

Login and Working Offline

Once the sub installation and buildings/rooms have been downloaded to the iOS device, the user will have the ability to inventory equipment even when they are disconnected from the NASA secure WI-FI. The user will be prompted to follow the steps 5, 6, and 7 listed in the **Login and Working Online** section.

Points to remember:

Before working offline with the Equipment Inventory mobile application for the first time, the iOS device should be connected to a NASA secure Wi-Fi in order to download buildings and rooms from SAP to local storage on the device. When working offline the following information will be stored in the phone:

- *User's sub-installation.*
- *All buildings associated with the sub-installation.*
- *Rooms where equipment have been assigned for the sub-installation*

Data Upload and Uploaded Scan Details

1. The user has to select the "Upload Saved Scans" button.
2. Upon choosing "Yes" the scans will be packaged (max 100) and transmitted to the Inventory Queue Manager (IQM). The IQM data is displayed to users via the "Inv" tab located on the Equipment website (<https://equipment.nasa.gov>).
3. If the upload is successful, a pop-up will display the number of scans. After the successful upload, the transmitted scans will be removed from local storage on the iOS device and the saved scan display will be updated.
4. If the mobile application does not display the "Upload Complete" message then the saved scans will remain in local storage. The user can select the "Upload Saved Scans" button to resend the scans later.
5. If there is a transmission error or the iOS device goes out of Wi-Fi range before the packet status is received, the scanned items will remain on the local storage of the iOS device. This will ensure that no data is lost and provides the ability to upload the saved scans at a later time.

EQUIPMENT INVENTORY -MOBILE APPLICATION (UPGRADED VERSION)

Note: All scanned information will be stored on the iOS device until it is transmitted to SAP. When working online the data will be transmitted to SAP only by selecting the **UPLOAD SAVED SCANS BUTTON**.

Delete Options (For Building/Rooms and Saved Scans)

Storage Maintenance

A new “Storage Maintenance” button is added to the set up screen. Upon selection the users will be directed to a separate maintenance screen that contain “Remove Buildings/Rooms” and “Remove Saved Scans” options.

Remove Building/Rooms

The locally stored buildings and rooms can be removed from the device by selecting the “Remove Buildings/Rooms” icon.

Note: Users will be unable to store any new scans until they have re-downloaded building and room data for an appropriate sub-installation

Remove Saved Scans

Users will be able to remove the saved scans from the device by selecting “Remove Saved Scans” icon.

Note: The scan data will automatically be removed following a successful upload. Removing the scan data prior to the upload will result in **permanent loss** of the data from the device.

Logging Out of the Application

Logging out of the application can be accomplished by selecting the “Logoff” button from the “About” screen or closing the application on the iOS device.